

# Contract Zombie Checklist

The work ended. Record what is still alive, then give every task an owner and a date.  
Use the exact terms and applicable law. This worksheet does not decide enforceability.

Agreement / version:

Ending event and date:

Look for payment, confidentiality, IP/licences, return/deletion, handover and disputes.  
Read the survival list AND the underlying clauses. Split duties with different time limits.

1. Clause / document reference and continuing duty or right

Who owes it / task owner:

Trigger + deadline or duration:

Next action + evidence of completion (or mark the question that is still unclear):

2. Clause / document reference and continuing duty or right

Who owes it / task owner:

Trigger + deadline or duration:

Next action + evidence of completion (or mark the question that is still unclear):

3. Clause / document reference and continuing duty or right

Who owes it / task owner:

Trigger + deadline or duration:

Next action + evidence of completion (or mark the question that is still unclear):

**Before deleting:** check lawful retention, backups, access and dispute-preservation duties.  
Do not invent an expiry date or assume this list changes, waives or settles the agreement.